

DRAFT: MINUTES OF THE PROFESSIONAL STANDARDS COMMITTEE 10/12/07

Present: Bartanen, Bodine, Christoph, Edgoose, Fields, Goldstein, Share, Tomlin

The **Call to Order** was at 11:05 A.M.

**The minutes of 10/5/07** were approved with minor modifications.

Chair Tomlin invited subcommittees to offer **brief progress reports on the PSC Charge tasks** assigned at the meeting of 9/21/07 and to estimate how much time the full PSC should devote at future meetings to any matters that require our attention:

Item 2: Share and Bodine reported that they had reviewed the old housekeeping list and had corrected some inaccurate references to proofreading errors. They circulated a summary of the Housekeeping Amendments, with italicized sections indicating matters for the full PSC.

Item 5: Fields and Goldstein reported meeting with Dean Bartanen and developing a draft of wording to insert into the buff document in regard to evaluation of visiting faculty.

Item 10: Christoph and Edgoose reported meeting and drafting wording regarding evaluation by departments, schools, and programs of teaching in non-departmental courses. They will circulate this wording at the meeting of 10/19.

Item 15: Christoph and Edgoose reported examining the FAC report. There are fewer than ten recommendations that might require our attention, and Christoph and Edgoose will circulate a written progress report at the meeting of 10/19.

Item 19: Bodine and Tomlin circulated a report of their thoughts and remarks on the appropriateness of a chair circulating a draft or final version of the evaluation letter for 1<sup>st</sup> or 2<sup>nd</sup> year new faculty. Bodine suggested that this matter will not require a formal interpretation.

Item 12: Bodine and Tomlin circulated their comments inserted into the proposed Campus Policy Prohibiting Harassment and Sexual Misconduct. They recommended that the full PSC address this proposed policy at the day's meeting.

Item 14: Bodine and Tomlin circulated a report of their thoughts and remarks on the in-progress draft policy on shared faculty appointments—chiefly for use in the development of a final policy draft, at this point.

Item 8: Fields and Share reported gathering additional background from a former PSC chair and from Dean Bartanen on unclear portions of Chapter III, Section 4.b.(4) of the Faculty Code, with reference to the relationship between informal and formal challenges. They circulated the report of their findings.

After these reports, there was some **discussion of the timeline and procedure for implementation of the decisions reached at the meeting of 10/5, regarding the Dean's proposed use of a designated Associate Dean to write evaluation letters for streamlined files.**

Tomlin will send our proposed amendment to the Faculty Code to the Faculty Senate and will also put the matter on the agenda for a reading at the October 30<sup>th</sup> and December 4<sup>th</sup> meetings. Ideally, we would like to have the proposed amendment ready to present to the Trustees at their February meeting.

There was some discussion of **what impact (if any) the amendment would have on evaluatees in Spring 2008**, assuming the amendment is passed. We recognize that the evaluatees chose the option of a streamlined review with the assumption that the Dean would read the files. An ideal solution would both reduce the Dean's evaluation workload as soon as possible, and also make the evaluation procedures transparent to evaluatees. In the case of the designation of distinguished professorships for full professor evaluations, an ideal solution would also ensure a level playing field in among evaluatees choosing streamlined versus full evaluations.

Several possible solutions were discussed. The decision was reached that if the proposed amendment is passed, the PSC will send a separate e-mail to the two categories (3-year Associate and 5-year Full) of individuals who have chosen streamlined evaluations for Spring 2008. This e-mail will explain the circumstances and enable the individuals to volunteer to let the Dean designate an Associate Dean as the file reader. If anyone in the category objects, then all of the files in that category will be read under the old system, to protect the anonymity of everyone in that category.

During the discussion of the best procedure for evaluating streamlined files in Spring 2007, we observed that recommendation **of Distinguished Professor** is not discussed in the Faculty Code. We suggested that a recommendation committee separate from the FAC (along the lines of the Lantz sabbatical selection committee) would reduce FAC workload and would enable a more equitable playing field for those eligible for the distinction. The Dean will consider this possibility and how the shift might be accomplished.

Chair Tomlin asked for suggestions for **how best to use the remaining meeting time for the day**. It was determined that feedback on the Campus Policy Prohibiting Harassment and Sexual Misconduct was a high priority matter, as the Dean of Students would like to take the policy revisions to the Board of Trustees at the October 25 meeting. The revisions to the buff document being addressed by the Christoph-Edgoose had been labeled "high" priority, but we determined that the priority might be lowered to "medium"; although they certainly should be addressed prior to the next edition of the buff document, there is no clear procedure for implementing revisions prior to the next publication date.

There was also discussion of **when to propose the housekeeping amendments to the code**. We agreed that these amendments are of a different order of magnitude than the amendment about the reading of streamlined evaluation files; although it would be convenient to address all of these amendments in the full faculty meeting at the same time, it would be more appropriate to

address the amendments as separate matters. It was noted that the Faculty Senate has been working on revisions to the Code and Bylaws and is planning to bring these proposed revisions to the faculty at the December meeting. It was agreed that the PSC should aim to propose the housekeeping amendments to the Code at the same meeting as the Senate proposes the Code and Bylaw revisions.

It was agreed that the **proposed Campus Policy Prohibiting Harassment and Sexual Misconduct** was the highest priority matter for the day, and Chair Tomlin shifted our attention to it. Dean Bartanen explained that the document has been vetted broadly and confirmed that, more than considering the wording of the document, we are to consider how the policy relates to existing policy. Concerns about wording might, however, be passed along to the legal consultants and others with more experience with this kind of policy writing.

Several questions arose about whether and when the proposed language applies to faculty and staff; although the proposed language is addressed especially to students, the language sometimes refers to faculty and staff, as well. Questions were raised about the policy regarding consensual relationships when one of the consensual parties is in a supervisory position over the other. Questions were also raised about to whom sexual assault should be reported: are professionals at Counseling, Health, and Wellness Services required to report to Security and/or to the Police? Are individuals with a sub-clinical infection of HIV or STD to be held responsible for sexual exploitation if they unknowingly transmitting the infection to others? Additional questions were raised about when a student accused of sexual harassment or misconduct might defend him or herself.

Dean Bartanen explained that the proposed policy augments rather than replaces existing policy and that it might be helpful to see the proposed revisions in the context of the existing policy. It was decided that Dean Bartanen will forward to the Dean of Students our comments on the proposed revisions. She will also circulate the entire policy document, with the revisions embedded in it, for the consideration of the PSC at the meeting of 10/19.

It was decided that **at the meeting of 10/19**, the PSC will address the proposed Campus Policy Prohibiting Harassment and Sexual Misconduct, the proposed policy on shared faculty appointments, and the housekeeping amendments to the Faculty Code.

**The meeting was adjourned** at 11:59 A.M.

Respectfully submitted,

Julie Christoph